

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GRAPHIC DESIGNER

DEFINITION:

Under general supervision, to create, design, and prepare varied and difficult graphic arts projects; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares and illustrates brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, and charts;
- Performs diverse art work in a variety of media, including water color, wash, crayon, chalk, airbrush, pen and ink, and pencil;
- Retouches photographs for reproduction;
- Prepares specifications and printing and reproduction requirements for Central Duplicating and outside vendors;
- Confers with other departments regarding assignments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of an Associate of Arts degree or certificate program in commercial or graphic arts or a closely related field; **OR** two years of diversified graphic or commercial arts experience which has included type specification, hand lettering, and graphic production. College classes completed in commercial or graphic arts may be substituted for experience lacked at the rate of one three-unit class for three months of experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.